

**WISCONSIN DEPARTMENT OF REVENUE
DIVISION OF INCOME, SALES, AND EXCISE TAX**

NOTICE OF PROPOSED GUIDANCE DOCUMENTS

Pursuant to sec. 227.112, Wis. Stats., the Wisconsin Department of Revenue, Division of Income, Sales, and Excise Taxes hereby seeks comment on the proposed guidance document listed in the table below.

SUBMITTING PUBLIC COMMENTS

Public comments on proposed or adopted guidance documents may be submitted online at: <https://www.revenue.wi.gov/Pages/contactUs/proposed-Guidance.aspx>.

DEADLINE FOR SUBMISSION

The period for public comment for proposed guidance documents ends 21 days after publication in the Administrative Register, unless the Governor approves a shorter commenting period.

Document Number	Document Title
100147	Electronic Funds Transfer (EFT) - Common Questions

State of Wisconsin
Department of Revenue

Electronic Funds Transfer (EFT)

This is a proposed guidance document. The document has been submitted to the Legislative Reference Bureau for publication in the Administrative Register for public comment as provided by sec. 227.112(1), Wis. Stats.

1. What is electronic funds transfer (EFT)?
2. What type of taxes may I pay electronically?
3. What information do I have to provide to make payments through My Tax Account?
4. When can I start making electronic payments?
5. What is the difference between the ACH debit and ACH credit options?
6. May I use ACH debit even though I plan to use ACH credit and vice versa?
7. Will the Wisconsin Department of Revenue ever initiate a payment without my approval?
8. What if I don't want to give my banking information?
9. Is my payment and bank information secure?
10. How can I ensure timely payment?
11. Will electronic payment work if I use multiple accounts at different financial institutions?
12. What if I change financial institutions?
13. Do I need to send in the payment vouchers or tax returns if I make electronic payments?
14. What if I make an error in reporting a payment?
15. What if the tax due date falls on a weekend or legal holiday?
16. What should I do when I have no tax liability for a reporting period?

17. Can I still make payments by telephone?
 18. Can I make an electronic payment if my financial institution is located outside the United States?
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1. **What is electronic funds transfer (EFT)?**

EFT is an electronic payment method. You simply transfer funds from your financial institution to ours to pay your Wisconsin taxes. You no longer have to worry about whether your payment made it through the mail on time.

2. **What type of taxes may I pay electronically?**

Individual and fiduciary income taxes (estimated and return payments) and Unclaimed Property Holder payments may be made online from the department's website. No registration is necessary. For information, visit our [Pay Online](#) page.

The following business taxes may be made using [My Tax Account](#):

- o Alcohol & Beverage & Tobacco Tax (Pay Only)
- o Business Tax Registration Renewal Fee (Pay Only)
- o Buyer's Claim for Refund (if previously filed)
- o Composite Return for Nonresident Partners
- o Composite Return for Nonresident Tax-Option (S) Corporation Shareholders
- o Corporate Franchise or Income and Estimated Tax (Pay Only)
- o Dry Cleaning License and Products Fee
- o Employer Withholding Tax
- o Local Exposition Tax
- o Motor Fuel Tax
- o Nonresident Entertainer Withholding
- o Occasional Consumer Use (Pay Only)
- o Partnership Tax (Pay Only)
- o Pass-Through Withholding and Estimated Tax
- o Police and Fire Protection Fee
- o Premier Resort Area Tax
- o Real Estate Transfer Fee (Pay Only)
- o Rental Vehicle Fee
- o Sales and Use Tax
- o Tax Incremental Financing
- o Utility Tax (Pay Only)
- o Wage Attachment Payments

Most business taxes can be paid by ACH Credit. For a complete list of tax types, go to our [Payment Instructions for Financial Institutions page](#) and view table 5A.

3. **What information do I have to provide to make payments through My Tax Account?**

To access My Tax Account, you will need:

- o Business Legal name
- o Business identification number (one of the following)
 - 10-digit Wisconsin tax number (WTN)
 - Federal employer's identification number (FEIN)
 - Social security number (SSN)
- o Business zip code
- o Recent tax returns for each business tax account type, specifically:
 - 15-digit account identification number
 - tax account type

- specific tax line from one of the three most recently filed returns
 - Line 30 for sales tax returns
 - Line 9 for local exposition returns
 - Line 7 for rental vehicle returns
 - Liability amount for premier resort returns
 - Liability amount for withholding tax returns
- Letter ID# listed on the greeting letter in the tax account new registrant packet
- Contact information

Once registered, you will receive a My Tax Account email confirmation that your account has been activated. You may immediately log into My Tax Account to begin filing and paying your business taxes online.

4. When can I start making electronic payments?

For individual and fiduciary income tax payments, you can make them immediately.

For tax types in My Tax Account, once you have completed the registration process, you can immediately make payments.

5. What is the difference between the ACH Debit and ACH Credit options?

ACH Debit You authorize the department's bank to initiate the funds transfer. There is no charge to you for the ACH Debit transactions.

ACH Credit You authorize your financial institution to initiate the funds transfer. You must contact your financial institution for its specific instructions. Your financial institution may charge a fee for this service. ACH Credit information is available at our [Payment Instructions for Financial Institutions page](#).

6. May I use ACH Debit even though I plan to use ACH Credit and vice versa?

Yes, you may use both payment options.

7. Will the Wisconsin Department of Revenue ever initiate a payment without my approval?

No, payments will only be transferred when authorized by you. You enter the payment amount and date for withdrawal from your account.

8. What if I don't want to give my banking information?

You have the option of using ACH Credit. Please note that every time you send a paper check, many people may have access to your banking information. ACH debit transactions occur between financial institutions electronically so your banking information is more secure.

9. Is my payment and bank information secure?

Yes, our site uses SSL 128-bit data encryption. Your bank and payment information is more secure than mailing a paper check.

10. How can I ensure timely payment?

You may "warehouse" your payment up to 365 days into the future. You designate a date into the future when your payment should be transferred from your account. Do not enter a date beyond the due date. You may file your return or report and make payment at any time but hold withdrawal from your account until the actual tax due date. You should initiate an electronic payment before 4:00 PM CST a day prior to the due date.

11. Will electronic payment work if I use multiple accounts at different financial institutions?

Yes, you may use multiple bank accounts for each tax type that you pay electronically.

12. What if I change financial institutions?

You can easily update your bank information in My Tax Account. You can immediately make a payment after making your update.

13. Do I need to send in the payment vouchers or tax returns if I make electronic payments?

Most tax types require that you file a corresponding tax return in order to make payment. However, you can file and pay Form WT-6 in My Tax Account in one step. You do not mail in the Form WT-6.

Do not send the 1-ES (for individual or fiduciary) or Corp-ES (for corporation) estimated tax coupons. You may make payment electronically without a coupon.

14. What if I make an error in reporting a payment?

ACH Debit – You will be given the opportunity during the payment process to confirm the numbers you have entered and to correct them if you make an error. If you discover an error after receiving your confirmation number:

- In My Tax Account, you have until 4:00 PM CST on the business day before the effective date (the payment date you selected for the amount to be transferred from your account) to cancel a scheduled payment.
- If you scheduled a payment for income or fiduciary income tax, you must call (608) 266-2772 before 4:00 PM CST on the payment date to have the payment cancelled.
- If you realize the error after 4:00 PM CST of the effective date, you must contact your financial institution and request that the payment be returned using the specific reversal code of 31.

ACH Credit – Contact your financial institution for instructions on how to correct an error. Be sure to consider the effect this will have on making timely payment and consequences of a late payment.

15. What if the tax due date falls on a weekend or legal holiday?

You should initiate your payment by 4:00 PM CST on the day prior to the due date. However, when the regular due date falls on a weekend or legal holiday, the payment is due the next business day immediately following the weekend or holiday.

ACH Debit – You should initiate your payment no later than 4:00 PM CST on the revised due date. For example, if the regular tax due date falls on Monday, which is also Memorial Day, you must initiate your payment by 4:00 PM CST on the following Tuesday.

ACH Credit – Contact your financial institution to determine how to initiate a timely payment when the tax due date falls on a weekend or holiday.

16. What should I do when I have no tax liability for a reporting period?**◦ Withholding Tax**

ACH Debit – Report zero (0) on the Form WT-6 you file using My Tax Account or Telefile.

ACH Credit – Instruct your financial institution to originate a zero dollar transaction with an addenda record.

◦ Estimated Tax – Do not report a zero dollar payment or send a paper payment voucher.

◦ Other Tax Types – File your tax return showing a zero liability.

17. Can I still make payments by telephone?

You may make payments for Forms ST-12 (sales and use tax) and WT-6 (withholding tax) independent from filing either of those returns. Form WT-7 payments (annual reconciliation for withholding tax) can only be made at the time that return is filed. The Madison TeleFile number is (608) 261-5340. If you are calling from Milwaukee, please call (414) 227-3895.

18. Can I make an electronic payment if my financial institution is located outside the United States?

Due to changes to national banking rules for electronic payments and deposits, if the account you use is funded by a transfer from a financial institution located outside of the United States, the department cannot accept your electronic payment (direct debit) request from that account.

Applicable Laws and Rules

This document provides statements or interpretations of the following laws and regulations in effect as of November 1, 2019: Sections 71.03, 71.65 and 73.03, Wis. Stats., and sec. Tax 1.12, Wis. Adm. Code.

Laws enacted and in effect after November 4, 2019, new administrative rules, and court decisions may change the interpretations in this document. Guidance issued prior to November 4, 2019, that is contrary to the information in this document is superseded by this document, pursuant to sec. 73.16(2)(a), Wis. Stats.

FOR QUESTIONS OR COMMENTS CONTACT:

MS 5-77

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Email additional questions to DORBusinessTax@wisconsin.gov

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